

# HHC Support Note: Tracking No-Pay RAPs

## Using the Claim Information Report to Track No-Pay RAPs

The Claim Information Report is a useful tool for tracking no-pay RAPs.

### Procedure

1. Go to the Reports menu and select the Claim Information Report.
2. Select the parameters you would like to run the report for. The report could be run weekly, monthly, filtered by payer and the date you would like to apply and select **Accept**.

The screenshot shows a software interface with a list of reports on the left and a 'Run Report' dialog box on the right. The 'Claim Information' report is highlighted with a red box in the list. The dialog box contains the following fields:

- Report Name: Claim Information
- Branch: All
- Branch-Business Line: All
- From Date\*: 01/04/2021
- To Date\*: 01/10/2021
- Date Applies To\*: Submitted Date
- Payer: CGS - Medicare

Buttons for 'Accept' and 'Close' are visible at the bottom right of the dialog box.

**Tip:** The report results can be filtered to just show RAPs and will provide the status of the claim. In the Date Applies To filter, selecting submitted date will allow you to view only claims you have already billed out of your database.

